

Appendix 4: Code of Ethics

**HERIOT WATT UNIVERSITY
EDINBURGH BUSINESS SCHOOL
DOCTORATE OF BUSINESS ADMINISTRATION RESEARCH
RESEARCH CODE OF ETHICS**

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Research Topic: An Assessment of the Nature and Extent of Adoption of Strategic Planning Processes in the Public Sector. A Case Study of Zambia

Introduction

This research code of ethics provides ethical guidelines on how the research will be conducted and on how the resulting data will be handled. The provisions herein are based on recommendations by the Heriot Watt University.

Ethical Provisions

In carrying out this research the following ethical standards will be observed

Researcher's Obligations

1. The researcher will act with honesty, integrity, objectivity and in a professional manner in all aspects of the research.
2. The researcher will treat all participants with the respect and dignity they deserve.
3. The researcher will schedule all interviews and distribution of questionnaires at times and places convenient to participants.
4. The researcher will ensure that no disruption is caused to the participants' work requirements
5. The researcher will ensure that any health needs of participants are taken into account during the whole research process.

Participants' rights

The following participant rights will be respected:

1. The right to choose not to answer any question.
2. The right to choose whether to be voice recorded or not.
3. The right to ask for clarification should they find any question unclear.
4. The right to freedom of opinion
5. The right to confidentiality.
6. The right to be kept anonymous .Participate contributions will be published in such a way that they cannot be linked to their contributor
7. The right to verify what is reported as their contribution prior to it being included in the thesis. Where participates disagree with what has been reported, they will reserve the right to demand that a correction be made.
8. The right to report the researcher to the Heriot Watt University in the event of a breach of any of the provisions of this research code of ethics

Participates' Obligations

1. The participates will be expected to provide objective and honesty responses

Data Handling

1. Only data that is necessary for the purpose of the research will be collected and explored.
2. Data collected will be treated as confidential and will only be used for the intended purpose of the academic research.
3. Only data validly collected will be processed.
4. At no time will data collected be shared for any other use other than the intended purpose without the prior written authority of participates.
5. All confidential data received will be handled with care and treated as such.
6. Each participating organisation and participates will be provide with summary of the findings prior to publication

Conclusion

In conclusion, this code will be strictly adhered to .It is expected that this research code of ethics will provide adequate assurance to participates to enable them freely provide as much information as possible.

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